

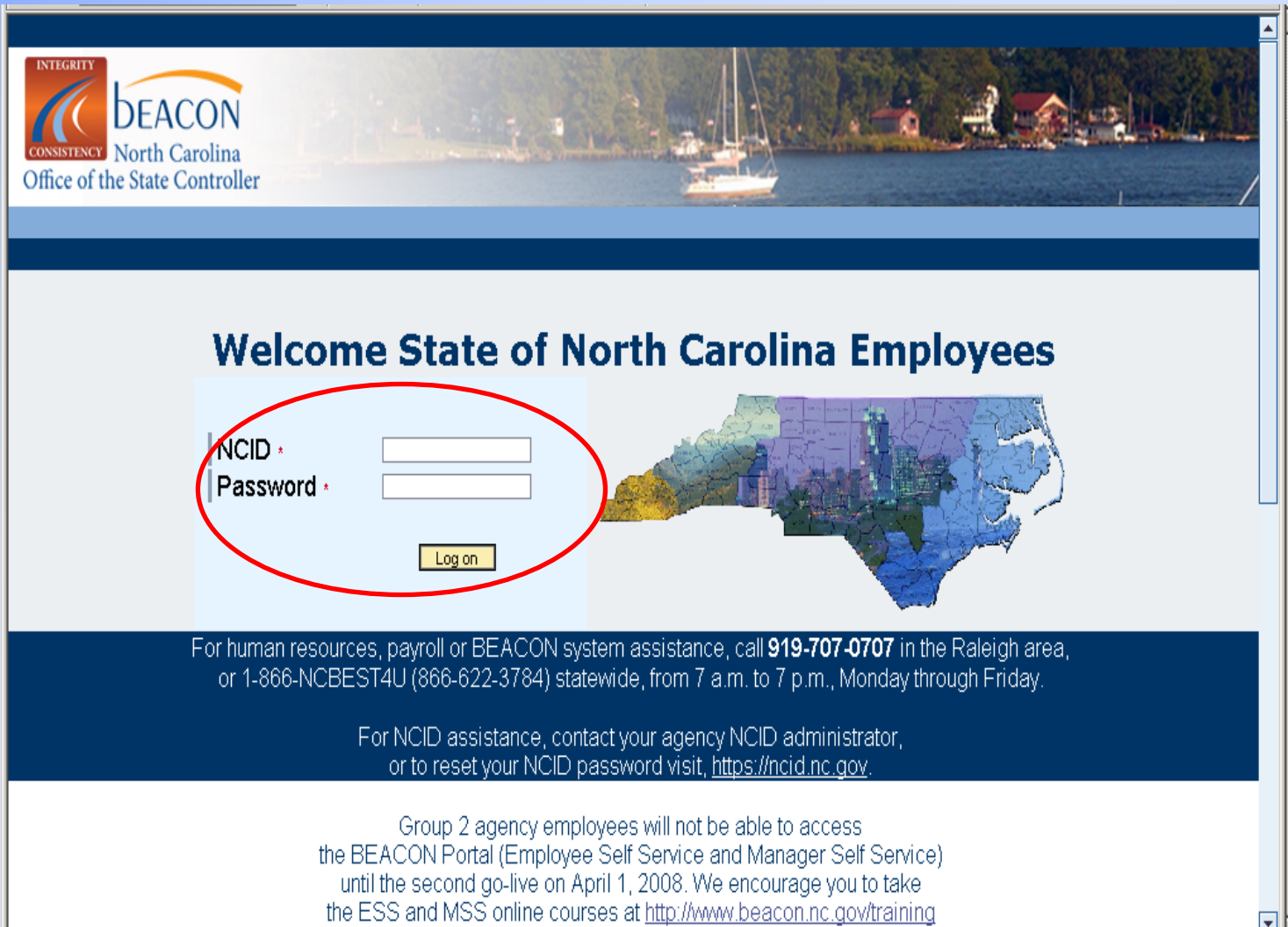
Requesting Leave in Employee Self Service (ESS)



Employee Self Service (ESS): Quick Guide Review

- Employee **logs on** to the ESS Portal.
- Employee **reviews** his/her Quota Overview.
- Employee **enters** and **sends** leave request(s).
- Employee **reviews** the Leave Overview for status.

- Access the logon screen at: <https://mybeacon.its.state.nc.us/>
- Type in your NCID and password (the password will need to be changed every 90 days)
- Click the “log in” button



The screenshot shows the BEACON logon interface. At the top left is the logo for the North Carolina Office of the State Controller, featuring the word "BEACON" in large blue letters, "North Carolina" in smaller blue letters, and "Office of the State Controller" in even smaller blue letters. To the left of "BEACON" is a red square with the word "INTEGRITY" in white, and below it, the word "CONSISTENCY" in white. The background of the top banner is a scenic image of a lake with a sailboat and houses on the shore. Below the banner, the text "Welcome State of North Carolina Employees" is displayed in a large, bold, dark blue font. Underneath this, there is a light blue rectangular area containing the login fields. The "NCID" label is followed by a white input box. The "Password" label is followed by a white input box. A red oval is drawn around these two input boxes. Below the input boxes is a yellow button with the text "Log on" in black. To the right of the login fields is a map of North Carolina with a city skyline overlay. At the bottom of the screen, there is a dark blue banner with white text providing contact information for human resources, payroll, or BEACON system assistance, and another line of text for NCID assistance.

BEACON
North Carolina
Office of the State Controller

Welcome State of North Carolina Employees

NCID *

Password *

Log on


For human resources, payroll or BEACON system assistance, call **919-707-0707** in the Raleigh area, or 1-866-NCBEST4U (866-622-3784) statewide, from 7 a.m. to 7 p.m., Monday through Friday.

For NCID assistance, contact your agency NCID administrator, or to reset your NCID password visit, <https://ncid.nc.gov>.

Group 2 agency employees will not be able to access the BEACON Portal (Employee Self Service and Manager Self Service) until the second go-live on April 1, 2008. We encourage you to take the ESS and MSS online courses at <http://www.beacon.nc.gov/training>

- Click on the My Data (ESS) tab

Welcome ANNIS BARBEE [Help](#) [Log Off](#)

 **BEACON**
North Carolina
Office of the State Controller

Group 2 **My Data (ESS)**
Home







Welcome to the BEACON Portal

BEACON Group Two Agency Employees,
Thank you for authenticating your NCID and password for future access to the BEACON portal. Beginning April 1 you will be able to access the portal to conduct many human resources activities, such as updating or changing your home address, adding or changing bank account information, and much more. Prior to the April 1 go-live date, we encourage you to:

- Take the BEACON Overview and Employee Self Service training courses at www.beacon.nc.gov/training
- Review a copy of the BEACON Reference Guide for State Employees (make a link using www.ncosc.net/BEST/support/BEACON_Employee_Reference_Guide_FINAL.pdf)

Although you will be able to start using the system beginning on April 1, your available leave balances will not be displayed until the week of April 14. The Project Team has given Group Two agencies until April 11 to provide all employee leave and vacation data from the legacy systems.

Note: Please do not call the BEST Shared Services Center for assistance until April 1. Shared Services Center agents will not have access to your information to assist you until after this date.

 www.ncgov.com	 www.osp.state.nc.us/ncflex
 www.myncretirement.com	 www.statehealthplan.state.nc.us
 North Carolina Office of the State Controller www.ncosc.net	 www.osp.state.nc.us

- Following is the Overview screen.
- Select “My Working Time” in either of two places on this screen.

The screenshot shows the 'Overview' page of an Employee Self-Service application. At the top is a dark blue navigation bar with links: Overview, My Employee Search, My Working Time, My Benefits, My Pay, and My Personal Data. The 'My Working Time' link is circled in red. Below the navigation bar is a light gray header with the word 'Overview'. The main content area has a paragraph: 'Employee Self-Service applications provide North Carolina State employees with easy access to information and services. This page gives an overview of the entire offering.' Below this are five service tiles arranged in two columns. Each tile has an icon, a title, and a description. The 'My Working Time' tile is circled in red. It includes a 'Quick Links' section with a link to 'Record Working Time'.

Overview | My Employee Search | **My Working Time** | My Benefits | My Pay | My Personal Data

Overview

Employee Self-Service applications provide North Carolina State employees with easy access to information and services. This page gives an overview of the entire offering.

My Employee Search
Search for NC State employees; find basic information about colleagues and their position in the State.
Quick Links
[Who's Who](#)


My Benefits
Display the plans in which you are currently enrolled; enroll in new benefit plans during the State's Open Enrollment periods; access State Health Plan forms.

My Personal Data
Manage your addresses, bank information, and information about family members and dependents.

My Working Time
Record your working times, plan your leave, and display your time data.
Quick Links
[Record Working Time](#)

My Pay
Display your pay statement or your total compensation statement.

- Following is the “My Working Time” screen.
- Select “Quota Overview” from the menu to determine if you have sufficient leave levels to make your request.



My Time Sheets

[Record Working Time](#)
You can record your working time here.
You have recorded adequate working times for all workdays up to 07/07/2007.
Your recorded times have been approved up to 07/07/2007.

[Release Working Time Data](#)
Here you can release your working time to your manager.
There are 1 recorded times that you have not yet released.

My Leave Requests

[Leave Request](#)
Request leave and other types of absences.

[Quota Overview](#)
Display your leave balance(s).

State of North Carolina Leave Forms


[Voluntary Shared Leave Application Form](#)
[Voluntary Shared Leave Donor Form](#)
[Advance Sick Leave Form](#)

My Time Statements

[Time Statement](#)
Display your working times, absence times, bonuses, and time accounts.

[Time Statement for a Chosen Period](#)
Display your working times, absence times, bonuses, and time accounts for a period of your choice.

Welcome to the **My Working Time** workset!



- Following is the Quota Overview screen.
- Your available leave totals are displayed here.

Quota Overview

Entitlement Type: On Key Date

Time Account	Deductible from	Deductible to	Entitlement	Remainder
Vacation Leave			93.96 Hours	93.96 Hours
Sick Leave			96.00 Hours	96.00 Hours
Holiday Comp Time	2/1/2007	12/31/2007	0.00 Hours	0.00 Hours
Travel Compensatory Time	2/1/2007	12/31/2007	0.00 Hours	0.00 Hours
Holiday Leave			8.00 Hours	8.00 Hours
Bonus Leave	2/1/2007	12/31/2007	0.00 Hours	0.00 Hours
Community Service Leave			744.00 Hours	744.00 Hours

- Following is the Working Time main screen.
- The Leave Request worksheet is accessible here.



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Welcome to the **My Working Time** workset!



- Following is the Leave Request worksheet.
- The “Show Team Calendar” link will let you see other requests your team members have pending.
- The “Show Time Accounts” will display your leave levels.
- The “Show Overview of Leave” screen will display your leave requests.

1

2

3

Display and Edit

Review and Send

Completed

Show Team Calendar
Hide Calendar
Show Time Accounts
Show Overview of Leave

August 2007

Su	Mo	Tu	We	Th	Fr	Sa
31	29	30	31	1	2	3
32	5	6	7	8	9	10
33	12	13	14	15	16	17
34	19	20	21	22	23	24
35	26	27	28	29	30	31
36	2	3	4	5	6	7

September 2007

Su	Mo	Tu	We	Th	Fr	Sa
35	26	27	28	29	30	31
36	2	3	4	5	6	7
37	9	10	11	12	13	14
38	16	17	18	19	20	21
39	23	24	25	26	27	28
40	30	1	2	3	4	5

October 2007

Su	Mo	Tu	We	Th	Fr	Sa
40	30	1	2	3	4	5
41	7	8	9	10	11	12
42	14	15	16	17	18	19
43	21	22	23	24	25	26
44	28	29	30	31	1	2
45	4	5	6	7	8	9

Absent

Multiple Entries

Sent

Deletion Requested

To request or report leave, enter the required data and choose Review.

Type of Leave:

Approved Leave

Date:

8/8/2007

To

8/8/2007

Duration:

0

Hours

Approver:

Note for Approver:

Previous Step

Review

Cancel

- To request leave, you will need to complete the information on the Leave Request screen.

The screenshot shows a web-based 'Leave Request' form. At the top, there is a progress bar with three steps: 'Disp' (partially filled), '3' (a small box with the number 3), and 'Completed'. Below the progress bar are three links: 'Show Team Calendar', 'Show Calendar', and 'Show Time Accounts'. A yellow callout box points to the 'Type of Leave' dropdown menu, containing the text: 'Identify the type of leave by selecting one from the dropdown list.' Another yellow callout box points to the date and duration fields, containing the text: 'Enter date and length of the leave.' The form fields include: 'Type of Leave:' with a dropdown menu showing 'Approved Leave'; 'Date:' with two date pickers showing '10/22/2007' and '10/26/2007'; 'Duration:' with a text box showing '0' and the label 'Hours'; 'Approver:' with a text box and a small icon; and 'Note for Approver:' with a large text area and scrollbars. At the bottom, there are three buttons: 'Previous Step', 'Review' (highlighted in yellow), and 'Cancel'.

Leave Request

Disp 3 Completed

[Show Team Calendar](#) [Show Calendar](#) [Show Time Accounts](#)

To request or report leave, enter the required data and choose Review.

Type of Leave:

Date: To

Duration: Hours

Approver:

Note for Approver:

- Once you have completed the request screen, you will need to open the “Approver” dropdown menu to search for your Manager/Supervisor.
- Select the appropriate name from the list.

Leave Request

1 Display and Edit 2 Review and Send 3 Completed

[Show Team Calendar](#) [Hide Calendar](#) [Show Time Accounts](#) [Show Overview of Leave](#)

October 2007 November 2007 December 2007

Su	Mo	Tu	We	Th	Fr	Sa
40	30	1	2	3	4	5
41	7	8	9	10	11	12
42	14	15	16	17	18	19
43	21	22	23	24	25	26
44	28	29	30	31		
45	4	5	6			

☐ Absent ☐ Sick

To request or request for:

Type of Leave:

Date:

Duration:

Approver:

Note for Approver:

Advanced Search
Last Name: Personnel Number:

Name	Personnel Number
SMITH, ALEXANDRA	70152164
SMITH, ANNA	70229991
SMITH, JOHN	02012837
SMITH, KATHY	01659931
SMITH, KRISTIAN	70239859

- Once you have selected your “Approver” from the list
- Review the details onscreen to check for accuracy
- Click “send”

Leave Request

1 2 3

Display and Edit Review and Send Completed

You want to request the following leave:

Type of Leave: Approved Leave
Date: on Thursday, October 18, 2007
Duration: 8 Hours
Used: Vacation Leave: 8.00 Hours
Approver: JOHNSON, FRED

To send the leave request to the next processor, choose Send. You

◀ Previous Step **Send** Cancel

- You should then see a confirmation screen.
- Make sure you can see the note “The leave request has been sent.”

Leave Request

1 2 3

Display and Edit Review and Send **Completed**

The leave request has been sent.

What do you want to do next?
[Request Another Absence](#)
[Go to My Working Time homepage](#)
[Go to Employee Self-Services homepage](#)

You have requested the following leave:

Type of Leave: Approved Leave
Date: on Thursday, October 18, 2007
Duration: 8 Hours
Used: Vacation Leave: 8.00 Hours
Approver: JOHNSON, FRED

- Your Quota Overview displays your leave *entitlement*.
- Your Overview of Leave displays whether your request has been *approved or rejected*.
- If you do not have sufficient leave levels to cover your request, you must consult with your manager on other options.

Quota Overview

Quota Overview

Entitlement Type: On Key Date:

Time Account	Deductible from	Deductible to	Entitlement	Remainder
Vacation Leave			93.96 Hours	93.96 Hours
Sick Leave			96.00 Hours	96.00 Hours
Holiday Comp Time	2/1/2007	12/31/2007	0.00 Hours	0.00 Hours

Overview of Leave

[Show Team Calendar](#)
[Show Calendar](#)
[Show Time Accounts](#)
[Hide Overview of Leave](#)


Leave Since:

	Type of Leave	From	To	Status	Used
<input type="checkbox"/>	Approved Leave	11/5/2007	11/5/2007	Sent	4 Hours
<input type="checkbox"/>	Sick Leave	10/15/2007	10/15/2007	Sent	8 Hours
<input type="checkbox"/>	Approved Leave	10/5/2007	10/5/2007	Sent	2 Hours
<input type="checkbox"/>	Approved Leave	10/3/2007	10/3/2007	Sent	8 Hours

Row of 8

- Other leave forms available from the My Working Time main page include:

- Voluntary Shared Leave Application
- Voluntary Shared Leave Donor
- Advance Sick Leave



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